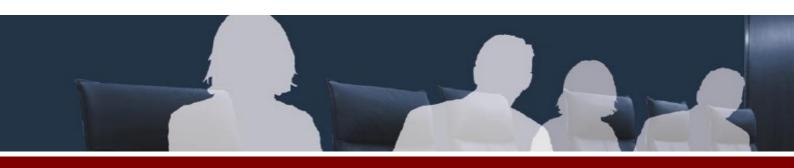
## Seffective overnance



## Board Meeting Agenda Template

## Prepared by:

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## COMPANY NAME ABN XXXXXXXXXXX BOARD MEETING AGENDA

Board Meeting Date: XXXX Location: XXXX Commencement Time: XXXX

**Estimated Time** 

			Estimated Time	
1.	In-ca	mera Session	30 mins	
2.	Meet	ing Opening		
	2.1	Apologies		
	2.2	Director Conflict of Interest Disclosures	20 mino	
	2.3	Previous Minutes	30 mins	
		2.3.1 Confirmation		
		2.3.2 Matters Arising/Action List		
3.	Matters for Decision:			
	3.1	Major strategy decisions (always have board paper and recommendations)	60-120 minutes	
	3.2	Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)	00-120 Hillides	
4.		ers for Discussion		
	4.1	CEO's Report		
		4.1.1 Current Significant Issues		
		4.1.2 Matters for Approval		
		4.1.3 Update on Strategic Plan Implementation		
		4.1.4 Major Key Performance Indicators		
		4.1.5 Risk and Compliance Update		
		4.1.6 Matters for Noting	60-120 minutes	
		CFO's Report	00-120 minutes	
	4.3	Discussions concerning forthcoming strategic decisions		
	4.4	Committee Minutes		
		4.4.1 Audit		
		4.4.2 Other		
	4.5	Other matters for discussion		
	4.6	Chairman's Update		
	4.7	Presentation by management (if required)		
5.		Matters for Noting [discussed only on exception basis]		
		Major Correspondence		
		Company Seal	10 minutes	
		Updated board calendar		
		Other matters for noting		
6.	Meeting Finalisation			
		Review actions to be taken		
		Meeting evaluation	10 minutes	
		Next meeting		
	6.4	Meeting close		